

C-O-N-F-I-D-E-N-T-I-A-L

T/IX/M-16
28 June 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

Minutes of the Sixteenth Meeting, 24 June 1966

Members or Their Representatives Present

25X1A DIA []
DIA []
CIA []
NSA []
Air Force - Lt. Col. Warren S. Lamour
25X1A CSS []

Others Present

None

1. The Chairman opened the meeting by distributing copies of the revised Intelligence ADP Systems Manual, Submission of Entries to the USIB ADPS File and Program Catalog System (FPCS), and the memorandum which will transmit the Task Team IX Final Report to the Chairman, CODIB. The Chairman explained the background and origin of changes to both the manual and the forwarding memorandum, and stated that appropriate non-substantive changes had been made in the Task Team IX Final Report. The Chairman also stated that DIA Manual 65-8-1 had been changed to insure its compatibility with the revised Task Team IX proposed manual.

25X1A 2. [] reported that the first submissions under DIA Manual 65-8-1 had been received and that the responses appeared satisfactory. She noted, however, that there had been some requests for clarification of parts of the reporting instructions and that some commands, having submitted only partial reports for the first period, would not have complete submissions until the end of the second reporting cycle. In this regard,

Group I
Excluded from automatic
downgrading and
declassification.

DIA review(s) completed

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25X1A [] drew attention to paragraph 3c, Chapter II of the draft USIB manual, and asked whether the last sentence of the paragraph would permit reporting of scientific programs (e.g., programs for trajectory calculations, mathematical computations). The Chairman stated that he believed the cited passage was satisfactory for initial use, that it could be modified later if circumstances warranted, and that questions on such items as scientific programs could be referred to the CODIB Support Staff for resolution as needed.

25X1A 3. [] asked when the first reports would be due under the USIB Manual. The Chairman said that the first reports would be due as of 1 November 1966 barring any delays in processing the Task Team IX Final Report and draft manual through CODIB and USIB.

4. The Chairman, with concurrence of the members present, directed that the item "(b) Date of program description (date of report)" of Card format 9 be designated as mandatory for all Agencies and Departments.

5. The following was approved as the new paragraph 6 of the Summary of the Final Report:

"6. Attachment 1 to this Final Report contains the instructions for preparation and submission of entries for the USIB ADPS File and Program Catalog System. The manual establishes a punched card reporting system comprised of seven card formats (1, 2, 3, 4, A, B, and C) for specific file description and five card formats (5, 6, 7, 8, and 9) for program description. The first six reporting items (card columns 1-16) of each card format contain standard identifiers which are essential to the operation of the FPCS (report originator, file or program identifier, card format identifier, card security classification or card security control, card handling/releasability, and an action code to denote addition or deletion of information). Reporting items which are mandatory have been marked with an asterisk. File description is accomplished by 38 reporting items of which 22 (including six card identifiers) are mandatory. Program description is accomplished by 31 reporting items of which 21 (including six card identifiers) are mandatory. All USIB agencies are encouraged to report against all optional items."

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25X1A 6. [] and [] stated they would need about one week to conduct a final review of the revised draft manual and forwarding memorandum. The Chairman concurred in this request and asked that comments or recommendations for further change be provided by telephone by 1 July 1966.

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7. The Chairman adjourned the meeting with the statement that he wanted to have the Task Team IX report on the next CODIB agenda if possible.

25X1A



Secretary

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